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20 MAY 1970

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : 25X1A9a: Recommendation for Promotion
[REDACTED]
GS-7 to GS-8

25X1A9a 1. It is requested that early personnel action be initiated to promote [REDACTED] from GS-7 to GS-8.

25X1A9a 2. Since [REDACTED] EOD in Office of Research and Development in May 1964, she has proven to be an exceptionally alert and competent employee. In February 1965, she was appointed senior secretary for Radio Physics/ORD and given the overall responsibility for organizing, discharging and supervising secretarial and administrative details within the division. In all these areas of performance, she has executed the duties with remarkable success and effectiveness. [REDACTED] 25X1A9a

25X1A9a [REDACTED] is also a strong supervisor and displays exceptional talent in training new secretaries. 25X1A9a

3. In March 1970, [REDACTED] was transferred to the Office of the Director/ORD and is currently assigned as secretary to the Deputy Director/ORD and provides "backup" secretarial support to the Technical Assistant for Plans and Programs. Since her assignment, she has consistently given an exceptional performance in all her assigned tasks which require an unusually high standard of judgment and maturity.

4. It is, therefore, on the basis of [REDACTED] sustained high level of performance that I recommend she be promoted to a GS-8. 25X1A9a

25X1A9a [REDACTED]

Deputy Director
ORD/DD/S&T

RECOMMEND APPROVAL:

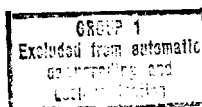
[REDACTED]
Chairman, Special Panel/ORD

20 MAY 1970

Date

25X1A9a

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SUBJECT: Recommendation for Promotion
[REDACTED]
GS-7 to GS-8

APPROVED:

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[REDACTED]
Director of Research and Development

20 MAY 1970

Date

Distribution:

Original & 1 - D/ORD
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DD/ORD/DD/S&T: [REDACTED] dpc 2652 (20 May 1970)

25X1A9a

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EYES ONLY